

AMERICAN LIBRARY ASSOCIATION

LIBRARY WAR SERVICE

Headquarters: Library of Congress, Washington, D. C.

HOSPITAL LIBRARY CIRCULAR, No. 2

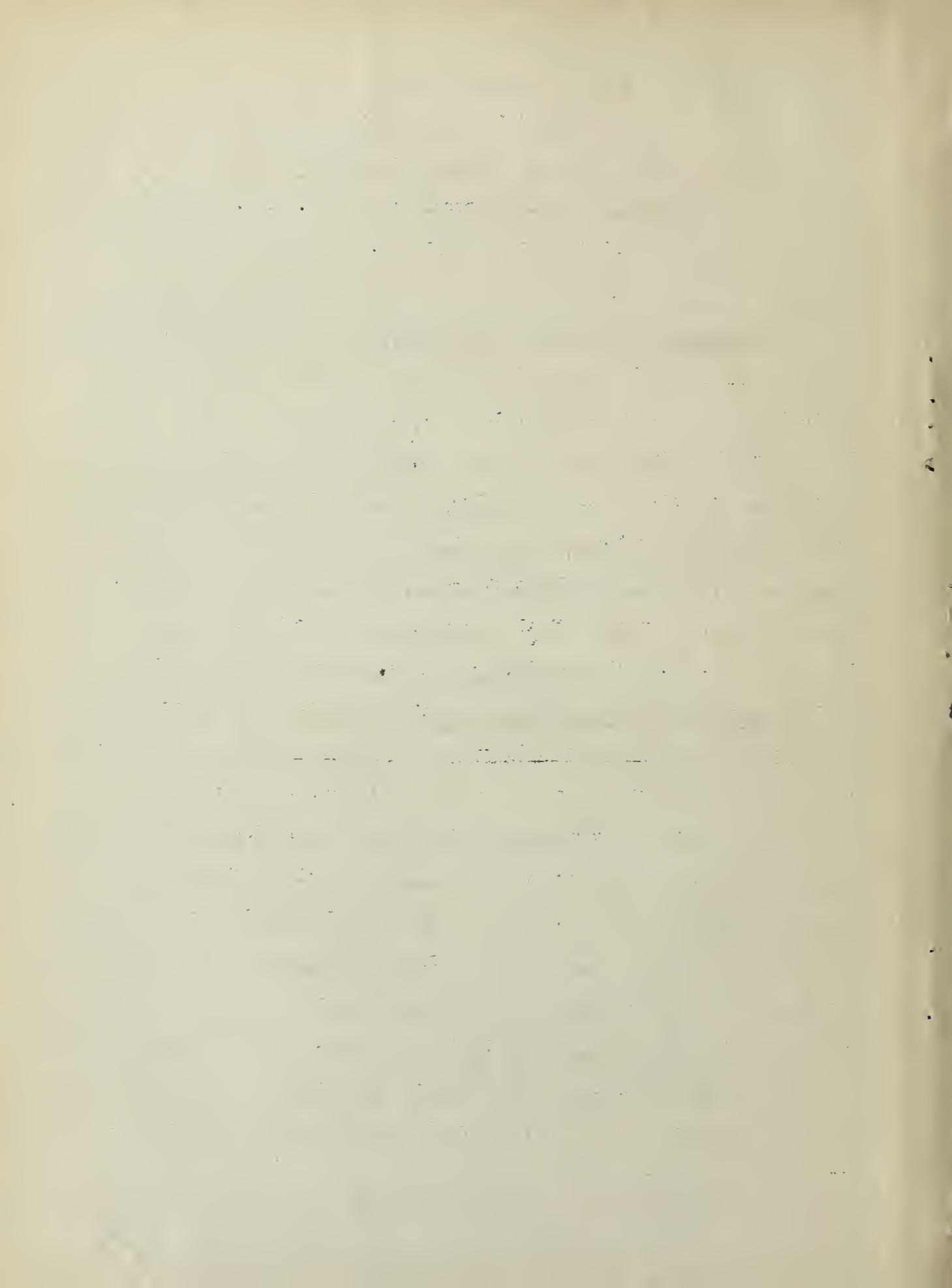
(Superseding Circular No. 1)

July 1, 1918.

Organization. The hospital librarian is appointed by the American Library Association, but is given the privilege of serving in the hospital by order of the Medical Officer in Command, his authorization should also be secured for visiting the wards. The librarian will endeavor to coordinate all the activities in the hospital that are giving book service, and to co-operate with them in furnishing books needed by the medical staff, patients, nurses and enlisted men. With the permission of the other organizations, the Red Cross, Y.M.C.A., and K. of C., and others, she should take stock of their collections and should supplement them with such books as are needed.

Supervision of Hospital Library by Camp Librarian. The camp librarian is the chief representative of the American Library Association in camp, and the head of the camp library system. The hospital librarian will confer with the camp librarian before taking any action which affects the general policy of the library system, and all matters involving relations with the Commanding Officer and the non-medical officers of the camp will be conducted by the camp librarian. The hospital librarian may take the initiative with the hospital authorities in regard to the library rooms, the equipment, ward visiting, the detail of orderlies, etc; she may correspond with the local library in regard to books to supply special needs, and arrange for story-telling, and other volunteer aid. This initiative is not incompatible with a proper

p 53232



appreciation of the fact that the camp librarian has general supervisions, - it calls merely for good-will and cooperation in making proper adjustments as conditions develop.

Administration. In camps where the Association has a Camp Library.

The hospital library is to be administered as a branch of the main library. Books are to be supplied from camp library collections, but books especially suited to hospital needs will be purchased upon requisitions approved by the camp librarians. Any request for books or supplies sent in directly by the hospital librarian will be understood by Headquarters to have had the approval of the camp librarian. The books for circulation are to be prepared at the camp library, unless it is advisable to arrange it as work for convalescents. The hospital librarian should spend practically none of her time on the work of cataloging, pasting labels, etc. Her work is to make the connection between the man and the book, it is for her to reach the man with the book that is needed; in doing this, she must visit the wards, carrying books, reading aloud, and telling stories (if her talent lies in this direction). In all points of service, the hospital library should be carried on with the least possible "red tape".

Administration. In General Hospitals, or at camps where there is no Camp Library. Requests for books should be referred to Headquarters upon requisition blanks which will be furnished. Most gift books sent to hospitals by the A.L.A. are prepared with plates, pockets and book-cards. Supplies will be sent from Headquarters so that purchased books may be prepared in the same way. If the cooperation of the Red Cross, Y.M.C.A., and other agencies can be secured, their books should be pocketed and carded, so that a uniform system may be in vogue, and a record kept of the books, not so much to avoid



losing them, as to be able to get the greatest use from them. If each organization is willing to make its own cards, the task will not fall very heavily upon any one. A central shelf-list will be invaluable and a uniform charging system will simplify the work for all concerned. All necessary supplies for this work will be supplied by the A.L.A. War Service Headquarters.

Red Cross House. Where the hospital library is located in the convalescent house of the Red Cross, or where the librarian lives in the Red Cross House, it is called to her attention that she is subject to the authority of the Red Cross officials in all matters except the conduct of the library. On her arrival at the camp, after her credentials have been presented to the officers in charge, she should report promptly to the Red Cross representative in charge of the convalescent house.

The Red Cross officials have promised the most hearty cooperation and this is being given generously, but it is felt that for the best interests of the librarians themselves, and to secure united and orderly conduct of the Red Cross House, all its occupants should be subject to one central authority. It is understood, of course, that in all matters relating to the administration of the library the librarian is subject only to the American Library Association.

Surgical and Sick Wards. All wards should be visited at least once a week and arrangements made for distributing books, the hospital authorities in most cases have detailed orderlies to assist in book distribution. The Association will provide each library with a special hospital book-truck. Scrapbooks are in great demand in the wards. They are provided by the public libraries and forwarded from Headquarters, on requisition, usually in lots of 500.

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in 2017 with funding from  
University of Illinois Urbana-Champaign Alternates

<https://archive.org/details/hospitalspecialb00amer>

Contagious Disease Wards. The library should send partly worn books, paper-covered books, and plenty of magazines which should be burned after being used. The Burleson magazines of course will be valuable for use here. The librarian should keep in touch with warmasters to see that there is a sufficient supply on hand.

Medical Staff, Nurses, Enlisted Men. Their special needs must be considered in the selection of fiction and recreational reading; the camp library will supply books on sanitation, first-aid, military affairs, etc., as noted in following paragraphs. That the staff may be encouraged to use the camp library, notices should be posted of new and popular books on all subjects, and doctors and nurses informed of additions that might be of special interest to them.

Periodicals. The Association will subscribe for the following magazines. Binders will be provided for starred magazines.

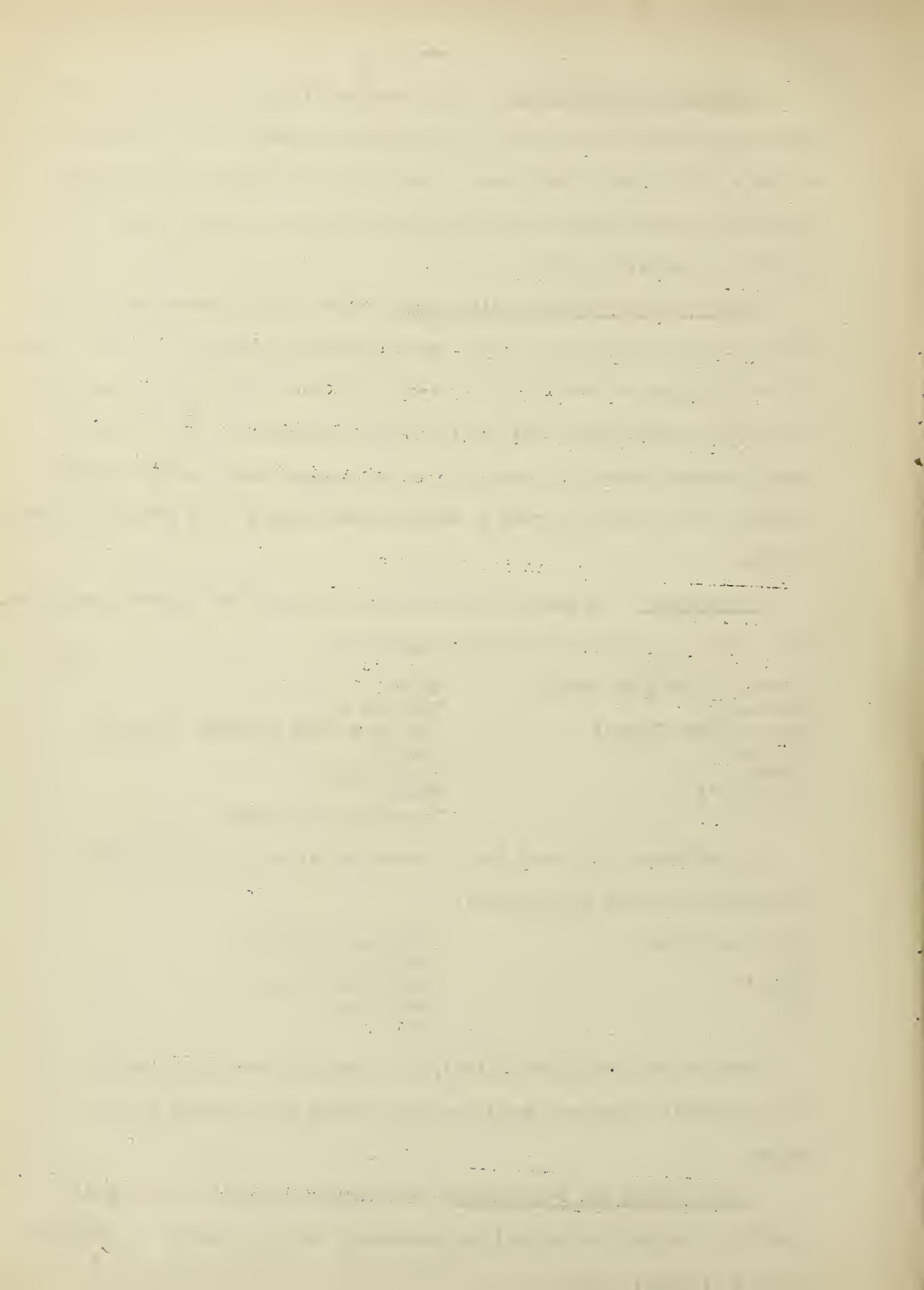
American Journal of Nursing	*Life
*American	*McClure's
Army and Navy Journal	New York Times Mid-week Pictorial
*Aviation	*Outing
*Century	*Photoplay
*Everybody's	*Punch
	*Scientific American

The publishers will send the following magazines as gifts when the request comes through Headquarters.

Forest and Stream	*National Geographic
Judge	New Republic
Leslie's	*Popular Mechanics
Motor	Red Cross
	Fuck

The Woman's Naval Service, Inc., will subscribe for magazines for naval hospitals. Requests should be sent through Headquarters to the League.

Medical Books and Periodicals. The Surgeon General's office will furnish to the hospital medical and veterinary books to the number of thirty Hospital Library Circular #2

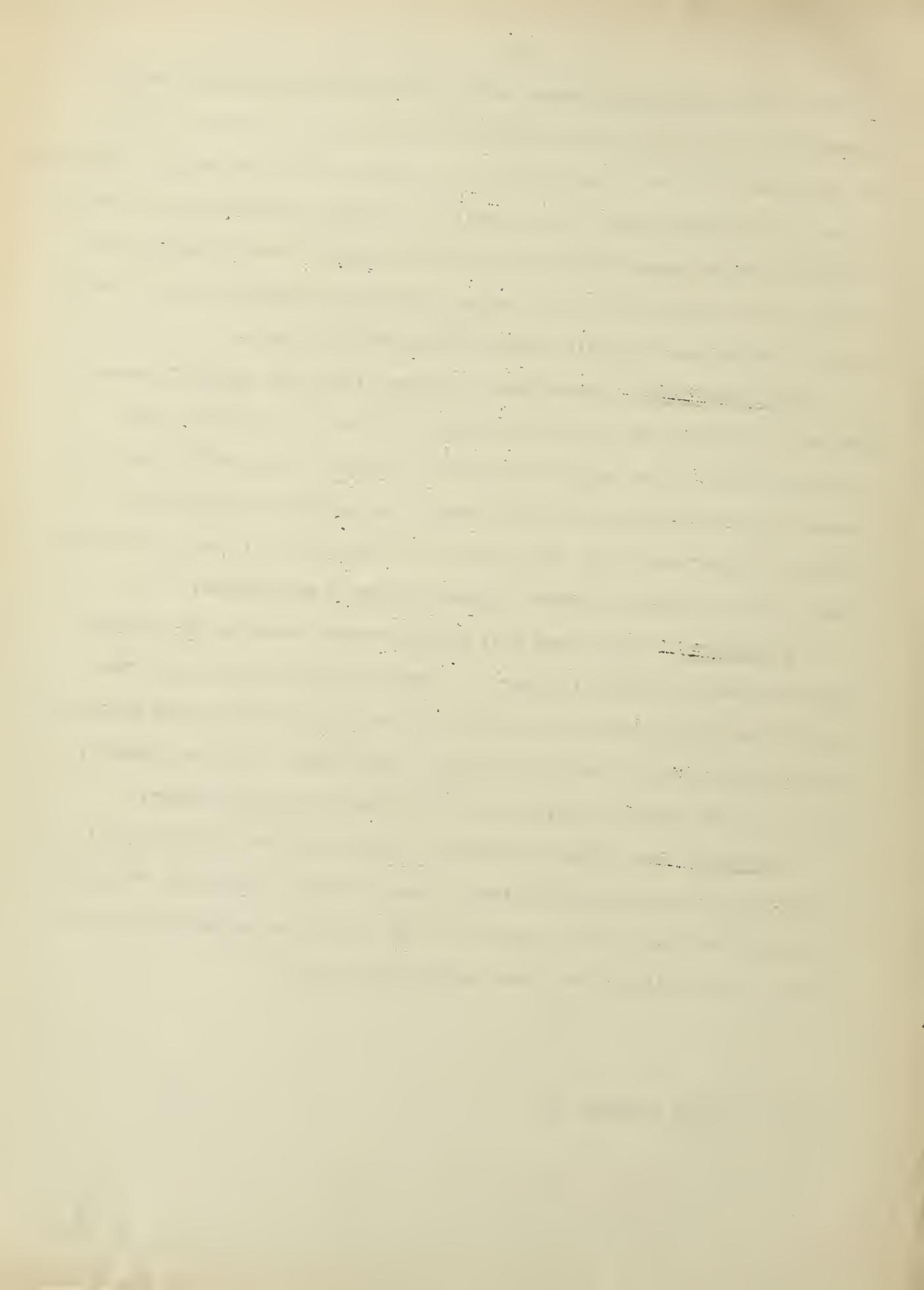


or forty, and an additional number needed for any special service. Medical periodicals are supplied by the Surgeon General's office, a list of twenty or thirty is available; other titles may be added as they are needed. Occupational and rehabilitation books will normally be provided in the same way, but the American Library Association is prepared to supplement them if special conditions arise. Requests for such books and periodicals should in all cases be made to the Surgeon General's office the Commanding Officer.

Contingent Funds. Where there is a camp library the hospital library is run as a branch, and the camp librarian will assign a portion of his contingent fund to the hospital librarian, who will pay any small expenses incurred in the management of the library. In hospitals outside outside of camps, or where there is no camp library, the librarian will have a contingent fund in order to meet incidental expenses without inconvenience.

Stationery. Headquarters will furnish rubber stamps to all hospital libraries when the hospital library is a branch of the camp library, the camp library stationery will be used, with the words "Base Hospital Library" below. For hospitals outside of camps, or where there is no camp library, the name of the hospital will be stamped on Headquarters stationery.

Uniforms. The uniforms furnished by the Association will be made in accordance with specifications issued to each hospital librarian. Those in the Library War Service for a period shorter than three months are expected to turn in the uniforms when their service terminates.



## LIBRARY WAR SERVICE

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Haedquarters  
Washington, D. C.

Hospital Informational Circular

June 10, 19

UNIFORMS

A uniform for women in hospital and camp library service has been adopted. A cut giving all specifications is attached. These are to be adhered to strictly, since the value of a uniform is in its uniformity..

James McCreery and Company, New York City, are reserving to our order a supply of natural pongee at .90¢ per yard and hold themselves in readiness to furnish it on our request. Hats, lingerie collars and ties will be supplied by Woodward and Lothrop, Washington; this firm to send on order from headquarters to each hospital librarian one hat, four collars and two ties. Shoes and stockings are to be brown and may be obtained by the wearer. Stockings must be lisle or cotton. Shoes should have round toes, and fairly low, rubber heels. Camp assistants' shoes must be high; hospital librarians may wear oxfords. Arm badges and A.L.A. insignia for the hat will be sent from this office. \$50 will be allowed for two uniforms and full outfit. Six yards is generally enough for a uniform. More may be requisitioned if necessary.

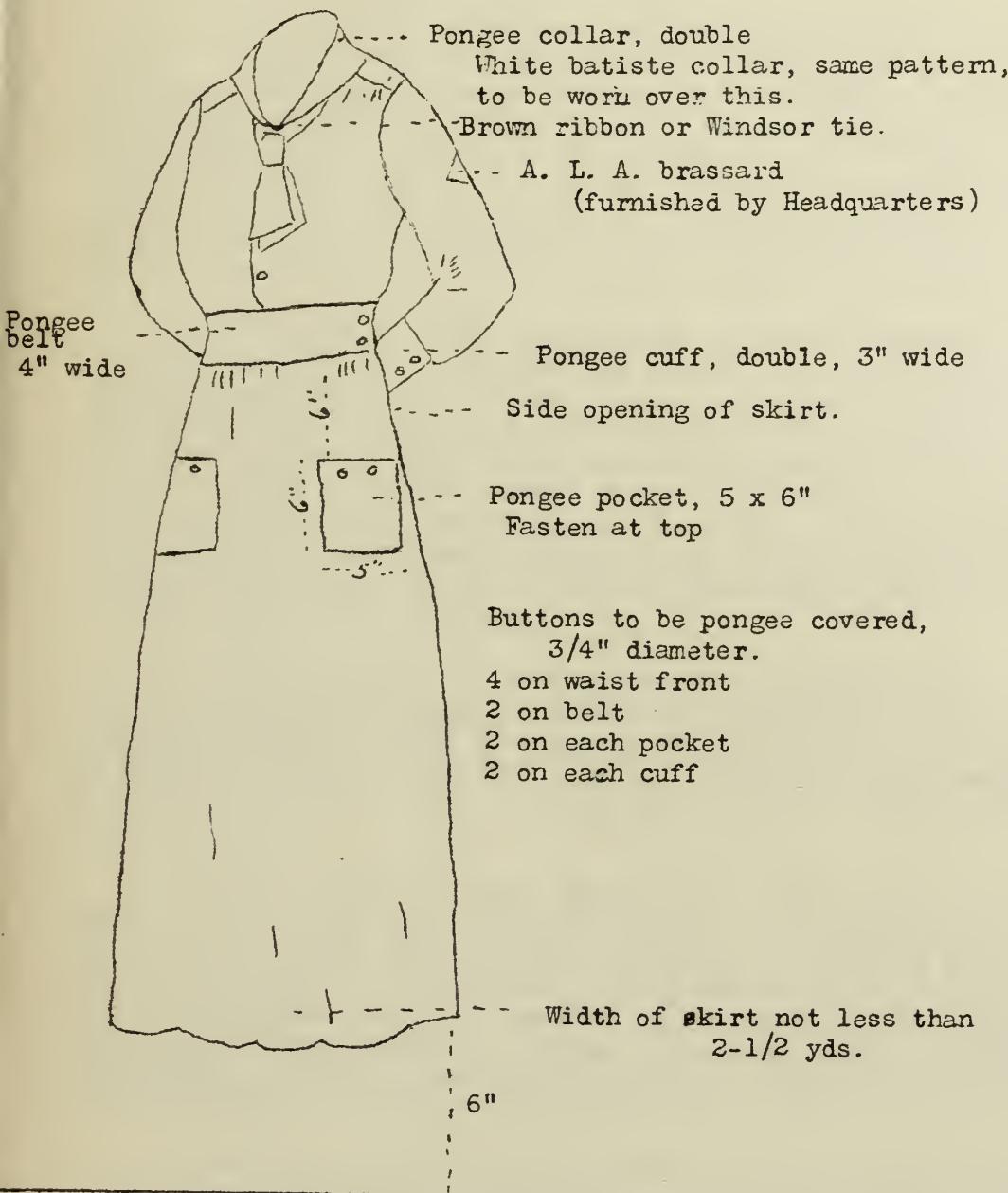
Estimated cost:	Pongee (12 yards)	\$10.80
	Hat	3.75
	Ties	.50
	Collars	2.00
	Shoes	6.00
	Stockings	2.00
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	Making (2 suits)	\$25.05
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		24.95
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		\$50.00

Anything in excess of the above amount must be paid for by the librarian. Kindly send us your measurements at once, giving length of skirt exactly so as to avoid piecing.



Uniform for hospital librarians.

Material - natural color pongee.



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written in the margin. — Lucy Child

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"Presented by  
F. W. Child to the author"

the middle line reads  
"Presented by  
F. W. Child to the author"

middle section of the book  
"Presented by  
F. W. Child to the author"  
"Presented by  
F. W. Child to the author"

middle line reads  
"Presented by  
F. W. Child to the author"

A. L. A. WAR SERVICE

Library of Congress,

Washington, D. C.

SPECIAL BULLETIN

March 9, 1918.

The men of our National Army are finding ready for their use, in every Y. M. C. A. hut, in every K. of C. building, in every hospital and recreation building and in many barracks and mess-halls, carefully collected and constantly growing collections of books, as well as files of magazines and newspapers frequently renewed; in thirty-four of the larger camps, there are special buildings devoted exclusively to library purposes, each forming the center of a library service which any city might be proud of. The men have wondered, perhaps, through whose agency this work was done, and have puzzled over the letters A. L. A., which appear on all this reading matter.

"A. L. A." stands for American Library Association, and all of this camp library work is being done by a special Library War Service, under the general direction of Dr. Herbert Putnam, Librarian of Congress. For the first time in history, an organized and systematic effort is being made to provide the men of a great army with the intellectual stimulus which good books supply, and the success of the experiment -- for it was really an experiment at first -- has been astonishing. Army officers, who were inclined to be skeptical as to the value of the work, have been won over, and the final seal of approval has been given by General Pershing, who has set aside fifty tons of shipping monthly for the use of the A. L. A.

The work which our men see in the big camps is but a small portion of the work which is actually being done. The total number of camps, posts and training stations, served by the A. L. A., the middle of February, was 262,139 in the army and 123 in the navy; and this number is being added to every day; in fact, as soon as a place is found where books and magazines are needed, the need is supplied.

In the smaller camps, the Y. M. C. A., K. of C. and similar organizations, are the agencies through which the A. L. A. works; in the larger camps the A. L. A. has its own building, manned by a competent staff, which acts as the centre through which all the reading matter for the camp is handled, the other recreational buildings serving as branches, the whole system being managed much as any library would be, though, of course, with an absolute minimum of technicality. There is just enough, in fact, to keep the librarian informed as to what books he has and what they are.

As to the class of books used, it is astonishing how great the demand is for purely technical books -- books dealing directly or indirectly with some phase of military science; and how much of the reading is done for a purpose,



not merely to pass away the time. In the average public library, the demand for fiction is about sixty per cent of the total; in the camp libraries it is less than half.

It is to the supplying of these technical books in adequate volume that the A. L. A. is chiefly addressing itself, by means of purchases direct from the publishers; and it is relying upon the public for gifts of fiction and lighter literature, though of course, donations of technical books are doubly welcome.

During the week beginning March 18th, a nation-wide drive is to be conducted to secure at least two million volumes, and this campaign will be continued indefinitely; to assure a steady flow of books into the receiving stations as long as the war lasts. The libraries of the whole country have rallied to this work, and all that is necessary to get books promptly into the hands of our men, is to take them to the nearest public library, or to ask the librarian to send for them.

The need for books is almost unlimited, for a new and imperative duty faces the Association, -- that of getting books in great numbers across the water, for the use of our men "over there." A large dispatch station has for some time been in operation at one of the embarkation ports, under the direction of Mr. Asa Don Dickinson; another is just being organized at a second port, by Mr. W. H. Brott, of the Cleveland Public Library, and others will be established as need arises. A representative of the A. L. A. is now in France to organize the work on that side, and to see that the books which get there are promptly distributed where they are most needed. Every existing agency, such as the Y. M. C. A. and Red Cross, will be made use of and the whole work placed on an ordered and systematized basis as rapidly as possible.

There is no difficulty about transport:

General Pershing's order alone makes room for a hundred thousand books a month; and, in addition to this, are the innumerable small units being sent over in charge of the Y. M. C. A. men. It is only a question of getting the books, and these the American public is called upon to provide-- two million at least this month, and as many more before the year is over.



## SOME SUGGESTIONS FOR EDITORIALS

Library War Service,  
Library of Congress,  
Washington, D. C.

Special Bulletin  
March 9, 1918.

For the first time in history, a sustained, organized effort is being made to supply a great National Army with the intellectual stimulus of good reading; to offer our men profitable and interesting ways of spending their leisure hours; to make sure that, however army life may harden and toughen them, it shall not coarsen them.

This effort is being directed by the Library War Service, of the American Library Association, and one feature of it is the nation-wide campaign for two million books for the use of our men here and in France, which is scheduled for the week of March 18th.

Officers and men alike of our National Army are in hearty sympathy with this work. General Pershing has set aside cargo space sufficient for 100,000 books a month; on file with the Library War Service are letters from scores of officers commanding the work; thousands and thousands of enlisted men have borne witness to its value.

Here is a cause, then, which should appeal to every home in America, for every home has some books which it can spare. They can be put to no better use than this. To get them promptly into the hands of our men, they need only be taken to the nearest Public Library. The Librarian will do the rest.

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### MESSENGERS TO THE TRENCHES

Fifty tons of books a month to our soldiers in France! One hundred thousand volumes every month; one million, two hundred thousand volumes per year.

What joy and comfort these books will bring to war-weary men; to the wounded lying in hospitals!

General Pershing himself has placed fifty tons of cargo space each month at the disposal of the American Library Association, which has cheerfully undertaken to furnish the books. And this is only a portion of the task. Nearly a million books have already been placed in the camps in this country; another million will be needed before the year is over.

The Need, Then, is for two million books.

To obtain these, the A. L. A. has undertaken a nation-wide book drive, which deserves the heartiest support. The daily demand for military, naval, technical and educative books is overwhelming, and nearly three hundred thousand have been



purchased with funds collected by the A. L. A. last fall. Purchases must be confined largely to this class of books; lighter literature--fiction, poetry, essays, drama--must be given by the public.

The American Library Association stands ready to perform efficiently, through the capable organization it has built up, the work of placing these books in the hands of American soldiers and sailors, wherever they may be.

Send your books to the nearest Public Library, and you may rest assured that in due time they will fall into the hands of a tired soldier or sailor, and bring him the comfort that only a good book can bring.

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#### "WE AIN'T GOT NO BOOKS."

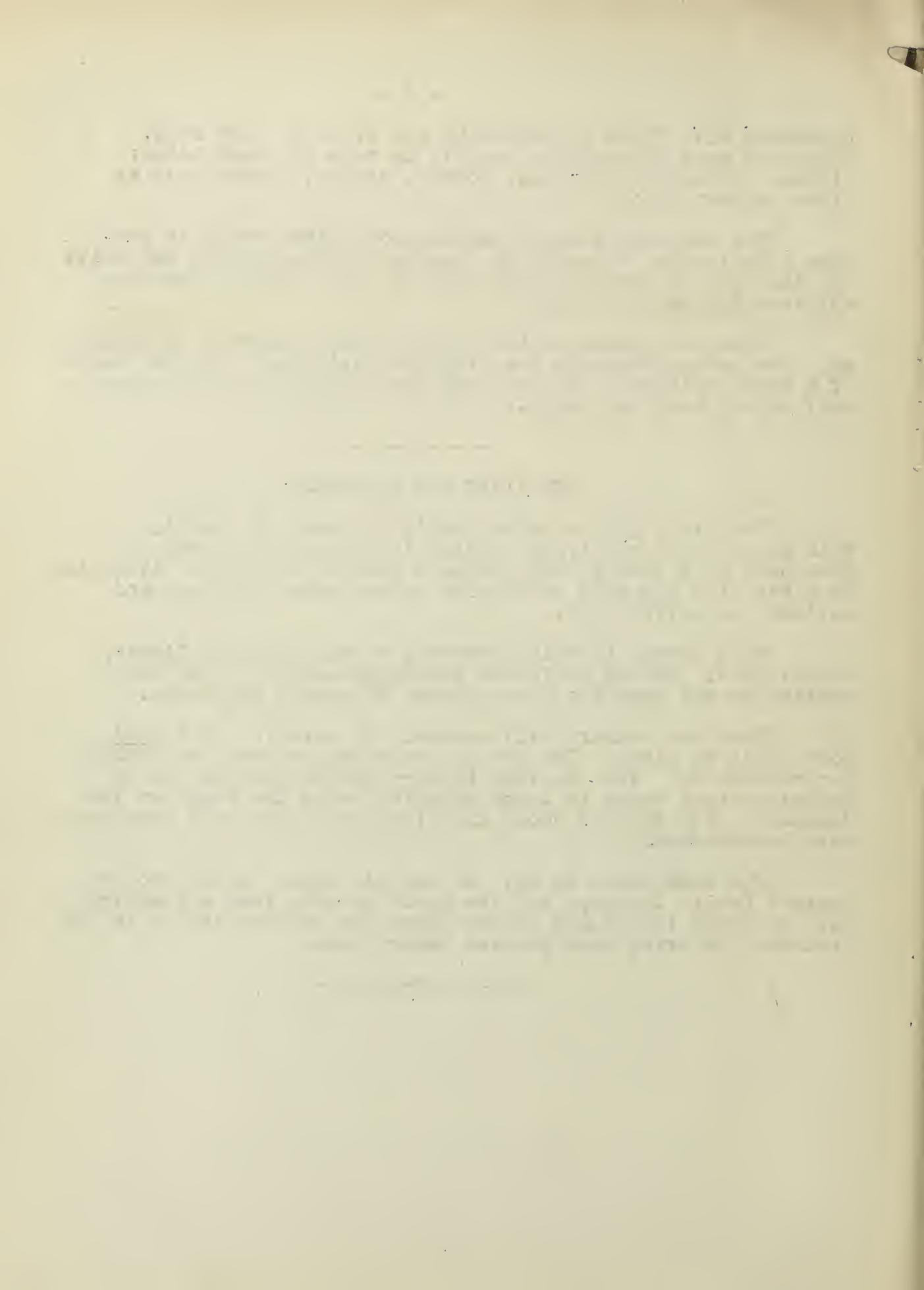
"We ain't got no books, can't you send us some?". This appeal from a private soldier in a regular regiment, stationed at a lonely post, brought home to the public librarian in a big city the need of reading matter among soldiers and sailors, on active duty.

This appeal is being answered by the American Library Association. Having perfected its organization, it is now calling on the people of the country to supply the books.

That the country will respond, is certain. But good books must be given. The men are studying, as well as reading for recreation. The American Library Association is buying technical text books in large quantity, with the funds at its disposal. The lighter books and literature must come from private bookshelves.

The book drive is on. We can all help. A word to the nearest Public Library, and the books we take from our shelves will go forth to the men in the camps, on battleships or in the trenches, to bring them joy and instruction.

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SOME WORDS OF APPRECIATION.

Special Bulletin,  
March 16, 1918.

A. L. A. WAR SERVICE

Library of Congress.

Washington, D. C.

From quarters high and low come words of approval of the Library War Service of the American Library Association--a service which is reaching into every camp, training station and naval post in this country, and which is now extending overseas to our men in France.

The results of far-reaching plans are becoming every day more apparent, and officers and men alike are voicing their appreciation.

WHAT THE OFFICERS SAY:

Major General George Ball, Jr., Camp Logan:

"I wish to extend appreciation on behalf of the Thirty-third Division, its officers and enlisted men, for the excellent library recently erected and opened here in Camp Logan."

"Since the opening of the library and its excellent selection of books, it has become not alone a popular place for officers and enlisted men as a means of recreation, but also as a place for self-education, and I am very pleased to say that the camp, as a whole, is deriving its benefits."

Major General E. H. Green, Camp Sherman:

"I wish every citizen of the United States could be made to appreciate the splendid work that is being done by the American Library Association."



Lieutenant Commander W. L. Ayers, U. S. N. R. F.,  
U. S. Naval Radio School, Harvard University.

"I am writing to extend our most hearty appreciation for your services in behalf of the War Library connected with the Naval Radio Station at Harvard."

"If you could see this library crowded as it is during the evening hours, and the hours of liberty and recreation, in which the enlisted men are eagerly pouring through these books which you have furnished I am sure you would understand that the enlisted men thoroughly appreciate what you have done for them."

Major John T. Axton, Chaplain in Charge, Camp Merritt:

"I want to record with you my appreciation of the work the American Library Association is doing at Camp Merritt and to say to you that it will be my pleasure to co-operate in every possible way with your representatives."

From far away Santo Domingo comes this letter from Brigadier General J. H. Pendleton, commanding in the Second Provisional Brigade, U. S. Marines:

"It is a great pleasure to acknowledge receipt of your letter of the 13th instant, notifying us of the shipment of books.

I take this occasion to tender, in behalf of this Brigade of Marines, most hearty thanks. English reading matter is not sold here, as the language is not in vogue, and for the troops in the provinces it is even more difficult to obtain anything at all to read.

Contributions of books are especially valued, - reading is a great aid to military discipline."

Not only from the men themselves, but from the various agencies with which the A. L. A. works, have come the warmest expressions of commendations.

Here is one from Mr. S. F. Laman, Y. M. C. A. Educational Secretary, at Camp Upton:

"Allow me to express through you, the appreciation of the Y. M. C. A. for the kindly help and co-operation which the American Library Association has given us in our service to the soldiers of Camp Upton."

"There seems to be an ever-increasing demand for the best current literature, both fiction and general literature and technical subjects. It is difficult to say which of these three is the most in demand, and I should like to suggest very strongly that the A. L. A. in its campaign lay emphasis upon all three types of literature."



Here is another from Mr. A. M. Soubé, Educational Secretary of the Southeastern Department of the Y. M. C. A.:

"Allow me to express to you my deep appreciation of the great work the American Library Association is doing in all of the camps that I have visited. Your buildings are beautiful, and your representatives are men of character and ability. Everywhere they are doing their utmost to serve the men in the army and co-operate very cordially with the Y. M. C. A. authorities. I know of no greater work being done than that by the American Library Association in our military camps."

The Library War Service co-operates not only with the Y. M. C. A., but with the Knights of Columbus, the Young Men's Hebrew Association, and all other organizations working in the camps. The following from Cardinal Gibbons indicates how well the K. of C. have been served:

"His Eminence directs me to write and commend the very worthy enterprise of securing good books for soldiers and sailors."

Very truly yours,  
Albert E. Smith, Sec'y."

And here is a letter which speaks for itself:

WAR DEPARTMENT

COMMISSION ON TRAINING CAMP ACTIVITIES,  
Washington, D. C.

March 4, 1918.

Dr. Herbert Putnam,  
Library of Congress,  
Washington, D. C.

My dear Dr. Putnam:

Our District Directors are reporting most enthusiastically on the camp libraries. These buildings and the facilities they offer seem to be very much appreciated by the men. Those that I have seen in several of the camps seem to be very well managed and liberally patronized. Congratulations on the good work you are doing.

Sincerely yours,

Lee F. Hammer.

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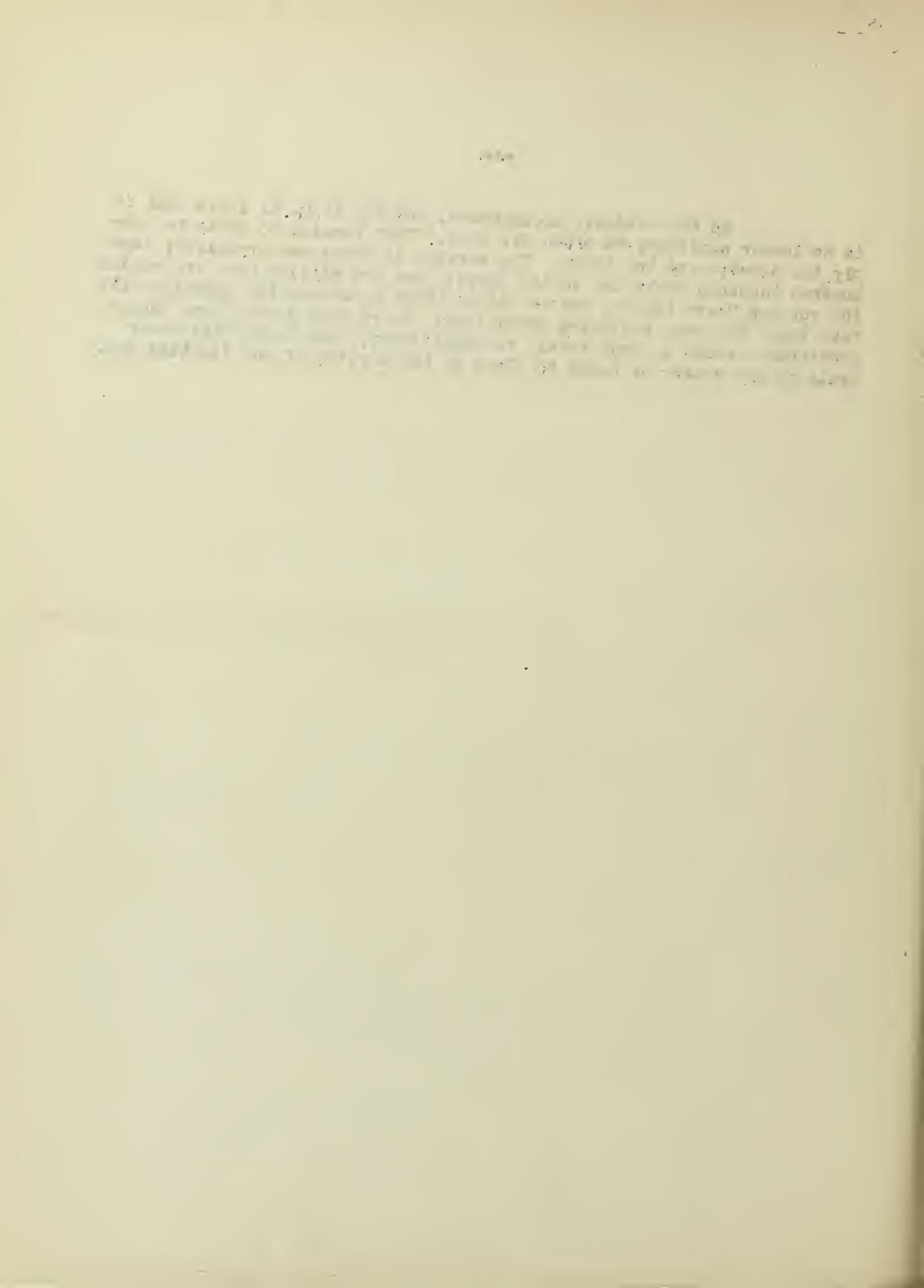
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So the evidence accumulates, and the A. L. A. feels that it is no longer necessary to prove its case. What remains to do is to supply the service and the books. The service is ready and organized; eight hundred thousand books are in the camps; but two million more are needed for our men "over there", and to obtain these a nation-wide campaign will take place the week beginning March 18th. Every home in the land should contribute toward a grand total, so magnificent, that there will never again be any dearth of books to place at the service of our fighting men.



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A. L. A. WAR SERVICE

Special Bulletin

March 18, 1918.

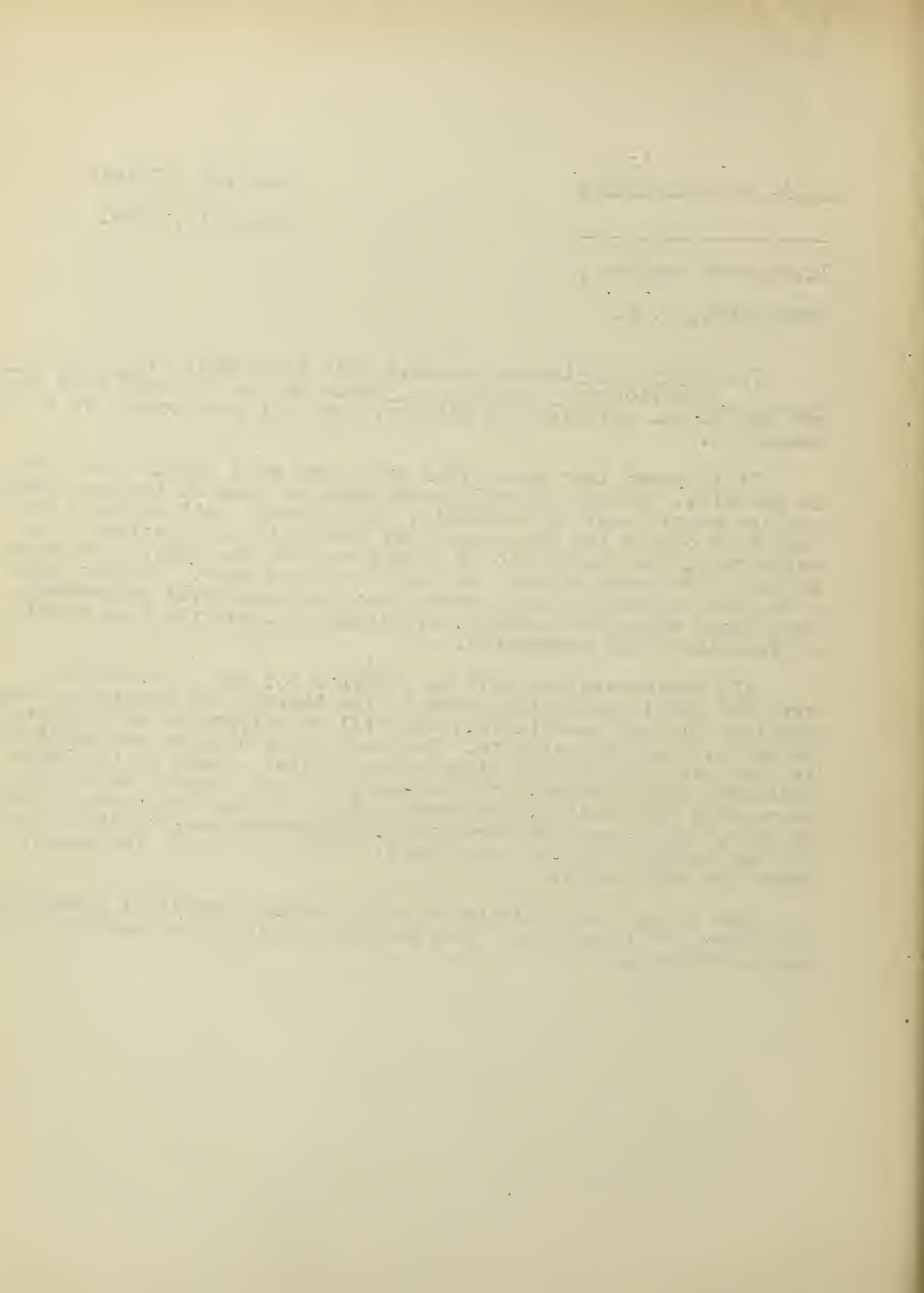
Library of Congress,  
Washington, D. C.

The \_\_\_\_\_ Library reports that the people of \_\_\_\_\_ contributed 150 books during the past week for the use of our soldiers and sailors, and that more books are still coming in.

It is hoped that week after week they will continue to come in steadily, for our men will need books as long as the war lasts, and the supply must be constantly replenished. All stations which have been opened for the receipt of books will be continued indefinitely, and the public is urged to form the habit of turning in their new books as soon as they have read them. In this way, a constant stream of fresh books into the camps will be assured, and a most effective barrage established against the blue devils of loneliness and depression.

All books received will be prepared for use in accordance with the simple rules laid down by the Library War Service of the American Library Association, and will be shipped to such points as the A.L.A. may designate. The needs of all camps and stations in this vicinity will be taken care of first. Most of the books collected along the Atlantic seaboard will be shipped to France as rapidly as possible. At least half a million are needed there at once, and a constant stream of replacements must be maintained, for the wastage will be very great. Hence the call for books, books and more books.

The A.L.A. has built up an organization capable of handling thousands and thousands. That the books will be forthcoming cannot be doubted.



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AMERICAN LIBRARY ASSOCIATION  
LIBRARY WAR SERVICE

Headquarters  
Washington, D.C.

SPECIAL INFORMATIONAL CIRCULAR

February 4, 1918

To the Camp Librarians:

A. L. A. books in Y. M. C. A. huts. In December the Y. M. C. A., by an arrangement with the Library Association, sent their buildings in each camp a certain number of copies of each of the following books:

A student in arms	The main points
The ideal life	The fact of Christ
War memories of an army chaplain	Jesus Christ and Christian Character
Character of Jesus	David Livingstone
Life of Christ	What men live by
Manhood of the Master	The Gospel for an age of doubt
Meaning of Prayer	Twice born men
Social principles of Jesus	What life means to us
Jesus' history	A man's faith
Mornings in the College Chapel	My four anchors
Also copies of Webster's Collegiate Dictionary from G. & C. Merriam Company	

Under this arrangement the books are to contain a label showing that they are furnished from the funds of the American Library Association. We have supplied these labels to the Y. M. C. A. Headquarters. From there they have been sent to the camps with instructions that the Camp Secretaries shall place them in the books. We need word to assure us that this has been attended to. Please examine some of these books at the Y. M. C. A. buildings and report immediately on the enclosed postcard.

Dedication. In Circular No. 7 we gave program of dedication exercises. This was merely for your possible interest, in case you think a form of dedication desirable. In view of the lateness of the date and the fact that your building has possibly already been in use, we doubt if it is necessary or even desirable. A bulletin, however, issued from Headquarters, calling attention  
I. C. 7-A



to the facilities offered by the library, is decidedly desirable. Enclosed is a sample of two such bulletins.

Flagstaff. A suggestion for one was communicated in Circular 5. In the case of many buildings, it would be inappropriate and at some of the camps not permissible. The suggestion is therefore withdrawn, with the exception of where it has been carried out successfully.

Publications of the Committee on Public Information. Are you receiving the pamphlets? Are you receiving the Daily Official Bulletin, and if so, how many copies?

For the General Director

Joseph L. Wheeler

Assistant to the Director



COPY

HEADQUARTERS 33rd DIVISION  
CAMP LOGAN, HOUSTON, TEXAS

January 26, 1918

TRAINING CIRCULAR

NO. 15

The American Library Association Camp Library will be opened for the use of the officers and enlisted men of Camp Logan, on Tuesday, January 29, 1918, at 5.00 P.M. at which time the Division Commander and Staff will be present. Commanding Officers of Brigades, Regiments and separate organizations are requested to be present also.

Thereafter the library will be opened to all the officers and enlisted men of Camp Logan between the hours of 9:00 A.M. and 10:00 P.M. daily, and all are cordially invited to utilize the library in any manner consistent with the purposes for which established.

BY COMMAND OF MAJOR GENERAL BELL:

OFFICIAL:

WILLIAM K. NAYLOR.

FREDERIC L. HUIDEKOPER,

Lieut. Colonel, General Staff,  
Chief of Staff.

Major, A.G.R.C.,  
Division Adjutant.

### ANSWER

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1990-91: The first year of the new curriculum, the first year of the new school.

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1. *Chlorophytum comosum* (L.) Willd. (Asparagaceae)

2172 J. Neurosci., June 1, 1994

COPY

HEADQUARTERS

EIGHTY-THIRD DIVISION NATIONAL ARMY

Camp Sherman, Chillicothe, Ohio

January 29, 1918

BULLETIN  
No. 19

I. CAMP LIBRARY

The attention of all officers and enlisted men of this command is called to the benefits to be derived from the Camp Library, Section F, Building 13, just west of the main Y. M. C. A. Auditorium.

This library is made up of a collection of the latest and best technical books, which will be of immense value to officers and others who desire to study any branch of military science.

The librarian is prepared to secure promptly, upon request, any books which may be needed.

The libraries of Ohio are also lending some of their best men in order to give every assistance possible in this work.

Unit commanders should make this known to all officers and men of their command.

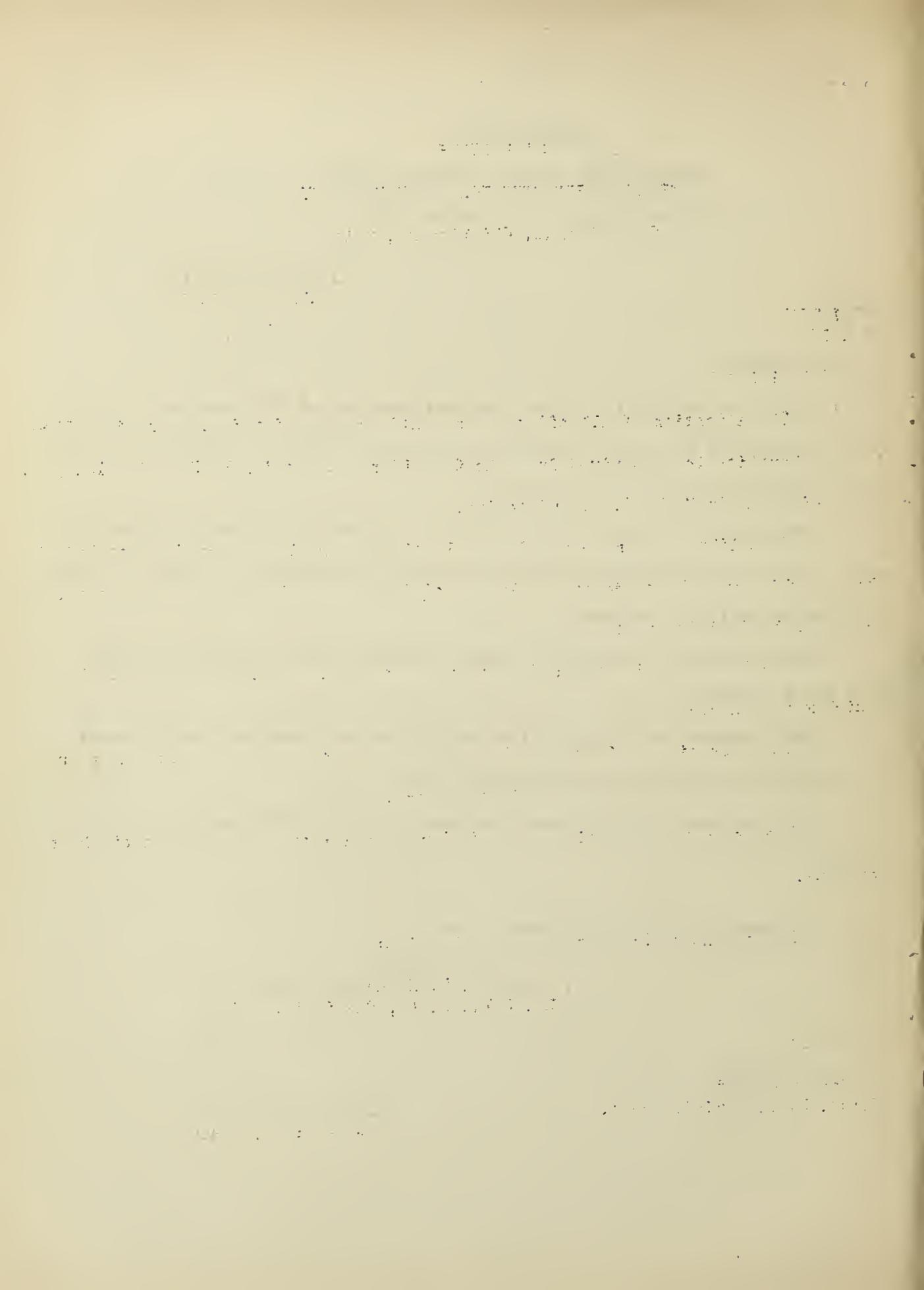
By command of Brigadier General Perkins:

P. T. Hayne  
Lt. Col., N. A., Chief of Staff

Official:

Gordon Johnston  
Major, N.A., Division Adj't.

1-29-18: 9:00 A.M.



AMERICAN LIBRARY ASSOCIATION

LIBRARY WAR SERVICE

Headquarters  
Washington, D. C.

SPECIAL INFORMATIONAL CIRCULAR

April 6, 1918

To the Camp Librarian:

It is proving very difficult to secure certain Government publications, among other items, the Congressional Record and the publications of the Committee on Information. The fact that these may not be arriving at any camp is not due to any lack of attention on our part, but to peculiar conditions, as follows:

Congressional Record. "For some weeks no copies have been sent outside of Washington because of the scarcity of paper. About a week ago this embargo was removed and copies should again be regularly received." These subscriptions have been secured in each case through the courtesy of a member of Congress. In the case of your camp, it is through

Committee on Public Information. Three special letters of request and inquiry, as well as four personal conferences made by persons helping in the War Service at this office, have failed to get complete action covering all camps. Some camps are getting these, some are not. We have previously asked each camp to report specifically.

PLEASE REPORT:

Will you not kindly send a special, separate letter, addressed to Mr. H. H. B. Meyer, Chief of the Bibliography Division, Library of Congress, Washington, D. C., telling him whether or not you are receiving both the Congressional Record and the publications of the Committee on Public Information, including the Daily Official Bulletin?

Cash receipts. A few camps are overlooking the instruction to send all receipts for book fines and sale of magazines, etc., to the Treasurer of the American Library Association, c/o Chicago Public Library. In no case should these funds be expended locally. The receipts are to be kept entirely separate from the cash expenditures and the latter drawn only from the fund provided by Headquarters.

Uniforms. Librarians and assistants authorized to secure their uniforms locally are again warned not to order uniforms from Robert Riker & Co., of New York, whose service has proved intolerable.



Executive Secretary. Mr. Utley has been obliged to return to Chicago to spend a few weeks at the Headquarters office of the A. L. A. in connection with the work there. Mr. George F. Strong, Librarian of Western Reserve University, Cleveland, and recently in Camp Library work (at Beauregard and Bowie) has, at the request of the General Director, assumed for a time the duties and responsibilities of the position of Executive Secretary of the Library War Service.

For the General Director

Joseph L. Wheeler

Assistant to the Director



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AMERICAN LIBRARY ASSOCIATION

LIBRARY WAR SERVICE

Headquarters  
Washington, D. C.

SPECIAL INFORMATIONAL CIRCULAR

April 26, 1918.

UNIFORMS

The Library War Service, when so requested, will ordinarily authorize any camp librarian or regular camp library assistant (man) to procure a uniform, provided he expects to remain in the service at least two months. A uniform consists of one coat and two pairs of breeches of Forest Green fourteen-ounce unfinished serge, two shirts, one hat, one two-inch leather coat belt, and one pair of Leggins.

Uniforms should be obtained locally if possible, provided the cost to the Library War Service does not exceed fifty dollars. Otherwise, full measurements, including hat size, should be sent to Headquarters and uniforms will then be made in Washington.

All uniforms must be made according to specifications furnished by Headquarters on application.

Uniform used for less than three months and ceasing to be worn becomes the property of the Library War Service.

SUMMER UNIFORMS

Summer uniforms of Forest Green khaki (cotton) are authorized for camp librarians or regular camp library assistants who have already obtained the regular camp library uniforms, and for other librarians and regular assistants (men) who expect to remain in the service at least two months. They will not ordinarily be authorized for those who would use them for less than two months. A summer uniform consists of one coat, two pair of breeches and two shirts.

Summer uniforms must be made in design closely similar to the regular camp library uniform, for which specifications are furnished by Headquarters on application.



Summer uniforms should be procured locally, provided the Forest Green khaki can be obtained locally, and provided the cost to the Library War Service does not exceed thirty-six dollars. Otherwise, if the coat and two pairs of breeches can be made up locally for twenty dollars or less, Headquarters will furnish the material for them on request (9 yards, or for a large man  $9\frac{1}{2}$  yards), while O. D. shirts can always be bought locally. If the material for summer uniforms cannot be obtained locally; or if the prices named above cannot be obtained, measurements should be sent to Headquarters, and the uniforms, including shirts, will then be made in Washington.

Those who are securing summer uniforms and do not already own a hat, two inch leather coat belt and leggings, are authorized to buy these articles locally or to order them from Headquarters (measurements necessary). Summer uniforms used for less than three months and ceasing to be worn, become the property of the Library War Service.

Many camp libraryworkers who wear their coats but little and are not living in insufferably warm camps, will find it unnecessary to wear summer uniforms.



AMERICAN LIBRARY ASSOCIATION

LIBRARY WAR SERVICE

Headquarters  
Washington, D.C.

SPECIAL INFORMATIONAL CIRCULAR

June 13, 1918

To Camp Librarians at the 39 Large Camps:

Saratoga Conference. Where arrangements can be made for carrying on the Camp Library work during his absence, the Camp Librarian will attend the Saratoga Conference. There are exceptions, however. Camp Librarians who have left the service or who are to leave it within a month or two, would ordinarily not be expected to attend, as the information which they would gather could not be put to effective use during the short remaining period. The Librarians at those camps which have been regularly supervised will be represented by the Supervisor, rather than by the Camp Librarian. The Librarians not expected to attend are being notified.

On receipt of this circular, each Camp Librarian should immediately notify Headquarters whether he expects to be present and whether he has made direct arrangement with the hotel for reservation, and whether his expenses will be paid by his home library. It is hoped that the home library will pay the travel expenses of a large number of the Librarians. The Association will pay travel expenses, however, in case the home library is unwilling to do so. This includes expenses up to \$5.00 a day at Saratoga. Camp Librarians are to appear in uniform.

Preliminary draft of Camp Library Handbook. This will probably be mailed in a few days. Each Camp Librarian in attendance at Saratoga is asked, (a) to examine the handbook carefully, making note of the suggestions, questions, and other points which should be brought up for discussion, (b) to be prepared especially to describe any feature of his equipment or practice that he thinks possibly unique, (c) to be prepared at Saratoga to speak very briefly and specifically on any of the subjects outlined in Circular No. 11 in which he may be interested or have some question. There is much ground to be covered, and none too much time available. The total discussion on each of the topics can only be allowed fifteen or twenty minutes, in most cases. Brevity is essential.

In addition to the topics in Circular 11, time will be given for the discussion of more general topics which have to do with the soldiers' point of view and use of books. Camp Librarians are anxious to discuss details of routine, but the larger purpose of the work will also receive attention at the Round Table meetings.

For the General Director,

J. L. Wheeler

Assistant to the Director



AMERICAN LIBRARY ASSOCIATION

LIBRARY WAR SERVICE

Headquarters  
Washington, D. C.

SPECIAL INFORMATIONAL CIRCULAR

June 20, 1918.

To the Camp Librarian:

INSIGNIA: You will be expected at the Conference to wear your insignia design and pins in the manner shown in the illustration. If the oval design is now sewed on the sleeve, have it transferred to the left coat pocket. A white shirt may be worn, with either attached or separate white turned-down collar and black tie, but a camp shirt with black tie will not be inappropriate.

WAR DEPARTMENT PUBLICATIONS: The Adjutant General's Office has refused certain requests for War Department publications, because it has had a report that one of our Camp Librarians has given copies of War Department manuals to soldiers who are leaving for overseas. Please note that the distribution of War Department publications to officers and men is entirely in the Adjutant General's charge. Camp Librarians are therefore directed not to give out any publications of the War Department to individual soldiers for their personal custody or ownership, nor to include them in boxes or packages for overseas use. This does not, however, prevent their use in the ordinary library method of lending, with a proper record and with the distinct understanding that they shall be returned on the date due.

For the General Director

Joseph L. Wheeler

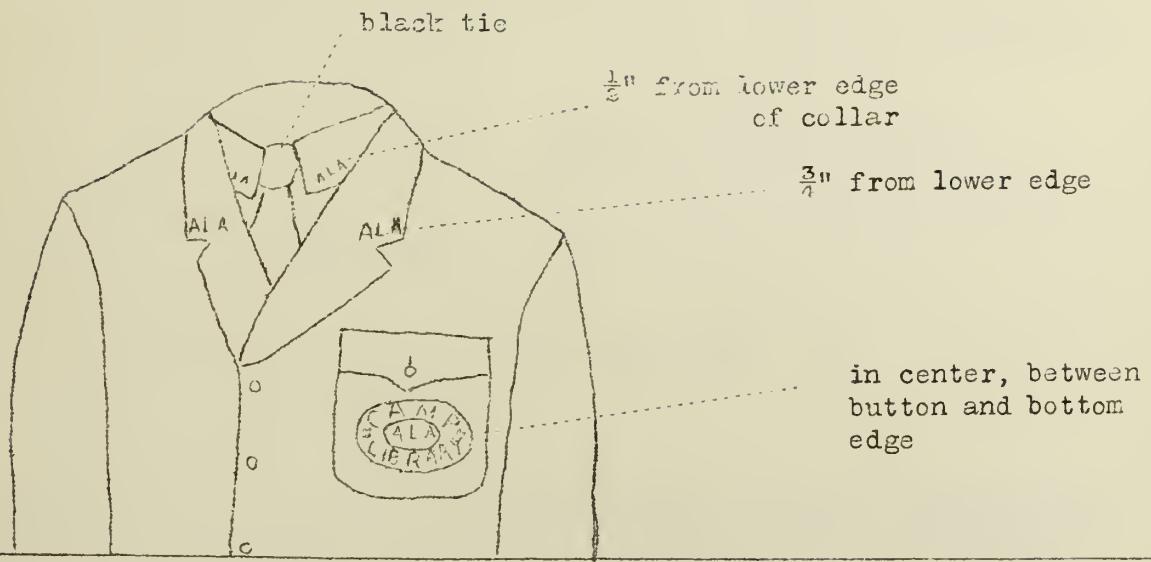
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AMERICAN LIBRARY ASSOCIATION

LIBRARY WAR SERVICE

Headquarters: Library of Congress,  
Washington, D.C.

SPECIAL INFORMATIONAL CIRCULAR

November, 1918.

UNIFORMS FOR MEN

The American Library Association will furnish to the men who expect to remain in the Library War Service not less than three months:

- 1 coat (Forest green, 14 or 16 oz.)
- 1 pair breeches (unfinished serge for winter, and field gray cotton for summer.)
- 1 hat or cap (same material as uniform)
- 1 pair leggings-leather (or imitation leather, or spiral cloth (optional))
- 2 shirts (gray).

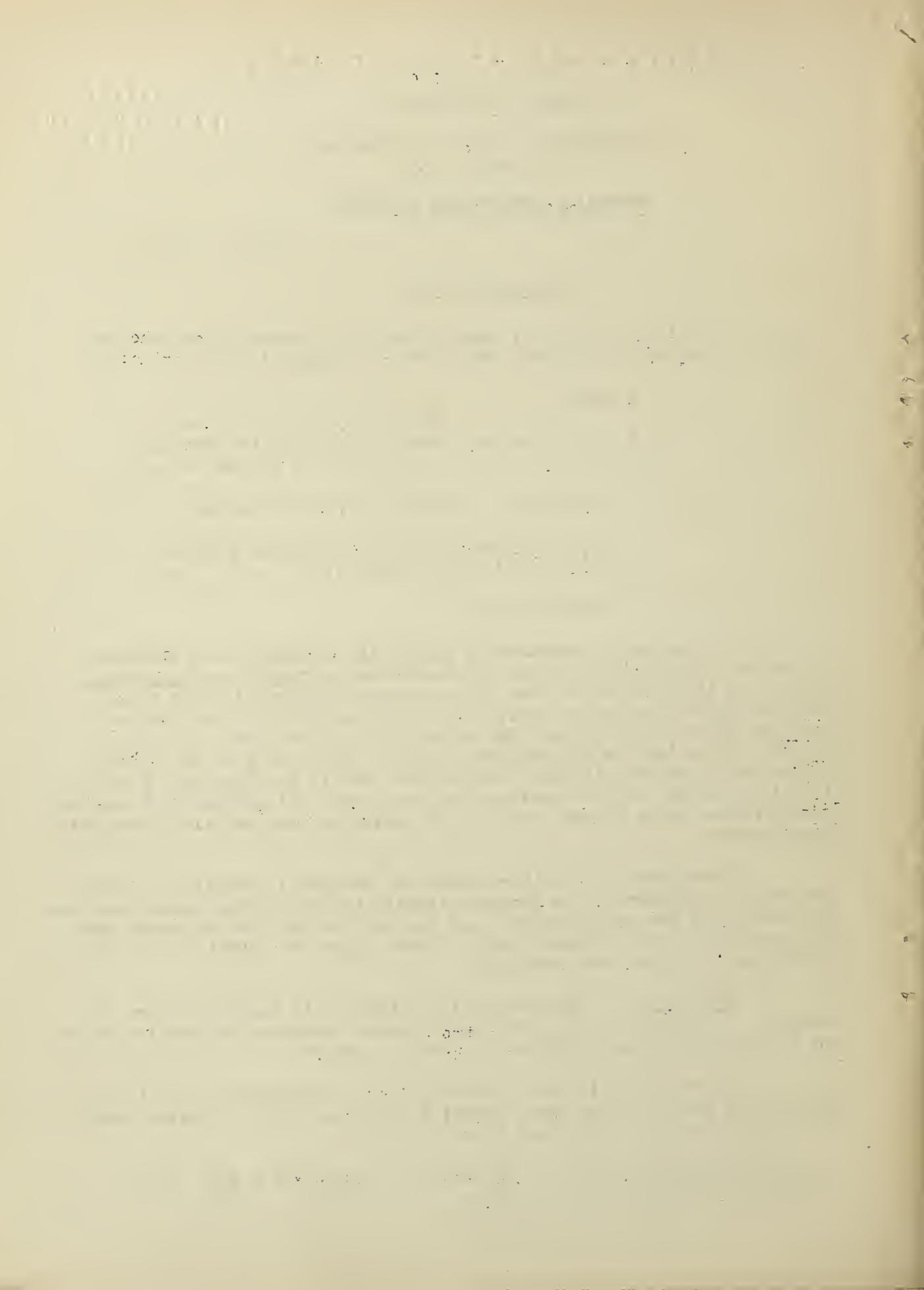
On request, a measurement blank will be sent to men entitled to uniform. On receiving it have measurements correctly and accurately taken by a local tailor or some other competent person; forward these measurements to Washington headquarters, and uniform will be made and sent you direct from tailor. The tailor will be instructed to send bill to you. If uniform is satisfactory, approve bill, and send it to Washington headquarters. If minor alterations need to be made, have them made locally and send bill to Washington headquarters. If uniform is radically wrong, return it to tailor, who made it, notifying him and also Washington headquarters.

Those obtaining uniform (coat and breeches) according to above procedure are authorized to purchase locally the other items above mentioned; namely hat (or cap), leggings, and two gray shirts, at an expense not to exceed \$20. This equipment can, in most cases, be bought of the camp quartermaster or the post exchange.

INSIGNIA: Chevron will be attached to coat by tailor. In addition, headquarters will send you two extra chevrons for your two shirts one to be sewed to each shirt on left breast pocket.

Three pins will also be sent you from headquarters; one to be attached to each lapel of coat, parallel with lower edge of collar, and the third to be pinned to front of hat or cap.

Men who expect to be in service at least six months will be furnished an extra pair of breeches.



In exceptional cases, permission may be granted for uniform to be made locally, provided suitable material can be obtained. In that case specifications and sample of material will be furnished by Washington headquarters.

Uniforms remain the property of the American Library Association and upon the expiration of term of service of the wearer, the uniform should be sent by parcel post to Washington headquarters, unless other arrangements for its disposition are made in special cases.

The War Department has ruled that uniforms for civilian workers in camps should be worn only while on duty with troops or in the vicinity of the camps. This ruling seems to be interpreted that uniforms can properly be worn on trips to rear-by cities or towns, especially if the wearer is on official business, but that they should not be worn at a considerable distance from the camp, as for example, on a trip home.

The War Department rules that civilian representatives not wearing uniform will be required, while in camp, to wear a brassard, 5 inches wide, on the left sleeve, midway between the elbow and shoulder, with lettering or design showing the line of activity in which wearer is engaged. Such brassard for authorized representatives of the American Library Association, for whom uniforms are not provided, will be furnished by Washington headquarters on request.

Belts are not recommended and are not furnished by the Association. Neither are shoes, ties, or articles other than those enumerated in the foregoing.

Camp library assistants will ordinarily be expected to obtain approval of the librarian in charge before authorization for uniform is issued.

OVERCOATS: The A. L. A., will pay \$20 toward cost of an overcoat to any man who has been provided a uniform. Measurement blank will be sent on request, and overcoat costing \$36.50 will be made and sent direct from tailor. Overcoat will become property of man for whom it is ordered, if he remains in service three months after its receipt, and, with chevron removed, will be suitable for ordinary civilian use. Specifications and sample of material will be sent to any who prefer to have uniform made locally. On receipt of bill for overcoat, pay tailor amount over and above \$20, have him credit such amount on bill, and then send bill to Washington headquarters for settlement of balance.

A "reefer" or short sheepskin-lined coat, costing about \$20 will be provided, on recommendation of the camp librarian, to any man in service needing one, and for whom an overcoat has not been provided. In many camps this can be obtained locally.



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